



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

NOV 19 2017

OFFICE OF
ENFORCEMENT AND
COMPLIANCE ASSURANCE

MEMORANDUM

SUBJECT: Request for Ratification of Unauthorized Commitment

FROM: Mark F. Badalamente, Senior Resource Officer
Office of Enforcement and Compliance Assurance

TO: Keith A. Stewart, Director
Headquarters Procurement Operations Division

This memorandum requests your ratification to cover payment for the purchase and installation of a new front door to the property at 223 C Street, N.E., due to a high-level security incident on March 29, 2017 (specific details describing the cause of the security breach cannot be disclosed due to individual privacy concerns). Because of this unforeseen emergency incident, the residence, specifically the front door, was breached. The cost to remove debris from the broken door, locate, purchase and install a special-order door to match the neighboring door style, and install it with the new hardware, was \$2,460.00.

The security breach involved EPA's Protection Services Detail (PSD) agents. PSD, like all federal agents, are law enforcement officers charged with protecting public safety. PSD work is focused on the safety and security of the EPA Administrator as he conducts activities in support of EPA's mission. In this environment, the potential exists for incidents to arise that place the Administrator in harm's way. This can be caused by threats directed towards the Administrator, or by issues that occur in locations and events the Administrator is attending. Such incidents might involve fire, natural disasters, active shooters, medical emergencies, and disorders caused by civil disobedience. Lastly, a critical element of the PSD work is to plan in advance for each of these scenarios, therefore enabling the PSD to react in a way that ensures the safety of the Administrator and those around him should any of these incidents arise.

The PSD agents, as well as their first- and second-line supervisors, have been reminded of the proper procurement approval process, and how an unauthorized commitment results in a financial management vulnerability that can lead to the employee being personally liable. In this particular case, the incident was unavoidable and the purchase action could not have been planned in advance.

The invoice from the vendor is attached as part of this ratification request. If you have questions, please contact Henry Barnett, Director, Office of Criminal Enforcement, Forensics and Training (OCEFT), at (202) 564-2480.

Attachment

CR8 Construction LLC

71 N street NW
Washington DC 20001
Tel: 202 369 0961

May 8, 2017

Invoice #587

SUBMITTED TO:
EPA

Re: 223 C Street NE
Washington DC 20002

Front Door

- Late call out to sweep up and remove debris from broken door
- Locate, purchase and install special order door to match neighbouring door styles
- Rip door and install with new hardware
- Match and purchase paint to match exterior and interior colour schemes
- Prep, prime and finish door

Total \$2,460

We look forward to receiving payment in full at your earliest convenience.

With thanks.